

Guidelines for submitting **S3 – YEAR END STATISTICAL INFORMATION REPORT**

These guidelines are intended to provide detailed instructions to help you successfully submit your school's year-end S3 data. July 15, 2005 is the S3 deadline - no extensions will be granted.

The S3 report is submitted in three parts:

- ✓ Input data at a special S3 website
- ✓ Upload your SIS data to USOE
- ✓ Fax two assurance forms to USOE

S3 WEBSITE

<http://www.usoe.k12.ut.us/s3>

The USOE Finance & Statistics (FinStat) staff has developed excellent S3 HELP instructions at <http://www.usoe.k12.ut.us/s3/help/help.jsp>. This brief will not attempt to duplicate these instructions; we recommend printing and reading S3 HELP as reference before submitting your S3 website data. See S3 HELP for login instructions.

Completing the S3 will most likely require you to make calculations from your records, so we recommend you read the following information, then visit and preview the site prior to logging on to submit your data.

FinStat staff can help you if you have questions - refer to S3 HELP to find the appropriate staff person and their contact information.

The S3 website has an automatic check and balance feature to help reduce typos and data entry mistakes. The figures you enter this year will be automatically compared to the figures you entered last year. If your data has changed by plus or minus 10%, a popup message will ask you to review and confirm your data.

An overview of the S3 website will help you know what to expect and what data to collect for submission. Once you are logged on to the system note the tabs for inputting data.

CLASSIFIED PERSONNEL tab: CLASSIFIED & CLASSIFIED RACE subtabs

This consists of two report forms about your classified staff. The CLASSIFIED form reports your classified staff job positions and gender; the CLASSIFIED RACE form reports the race and gender of your classified staff.

Classified personnel are all employees who are not licensed teachers—if they are not in your CACTUS system, they should be in this report.

In the CLASSIFIED form, input your classified staff by FTE* according to their job position and gender. The job position categories are primarily the various types of "support staff" (if it helps, the categories are the same as the chart of account "Function" codes used in the AFR).

*FTE stands for "full-time equivalent" with 1.0 FTE representing one full-time position. Pages 8 and 9 of this brief contain the current FTE definition.

When you open the CLASSIFIED form you will see a data table—you cannot input data directly into this table. Click on the blue underlined job title in the left column to access a special input form for each job title you need. It's important to preview the main CLASSIFIED table to help you decide how to portion out FTEs and genders into the appropriate job-title categories.

In the CLASSIFIED RACE form, input the same classified personnel by FTE according to their race and gender. Again, preview this form prior to submission.

DRIVERS EDUCATION tab: DRIVERS ED STUDENTS & DRIVERS ED TEACHERS subtabs
Skip this if your school did not provide drivers education courses and teachers. If you did, refer to the instructions on the S3 HELP page at <http://www.usoe.k12.ut.us/s3/help/help.jsp>.

FEE WAIVERS tab:

This form collects three pieces of information:

- ✓ The number of students who received fee waivers
- ✓ The number of students who worked in lieu of a fee waiver
- ✓ The total dollar value of all waived student fees

HOME SCHOOLING tab:

SKIP THIS—not required for charter schools.

TEACHER BENEFITS tab:

The USOE wants to know the approximate average fringe benefit amounts you pay your licensed teachers (teachers that are in your CACTUS database). You will not be able to complete this form until after June 30 because it uses your June 30 CACTUS data extract to calculate your school's average teacher salary - this form relies on the average salary calculation as its base and then automatically calculates the 7.65% FICA and Medicare benefit. Again, you cannot complete this form until after June 30.

In this form you input the average dollar amount your school pays for seven additional fringe benefits. Input 0.00 if your school does not offer a particular benefit.

- ✓ Retirement
- ✓ Health insurance
- ✓ Dental insurance
- ✓ Life insurance
- ✓ Industrial insurance
- ✓ Unemployment insurance
- ✓ Long term disability insurance

FINALIZE tab:

Go to this tab after you have completed your data entry in the other tabs and you are ready to submit the report. At this tab complete the name, email address and title information. Use the "Check Data" button to diagnose your data for completeness and accuracy. Make corrections for any errors that are discovered. Once your data are error free, you can submit your report by clicking the "Finalize" button - once finalized, you will not be able to make changes.

SIS DATA: Error Checking & Upload

This year-end Clearinghouse upload of your SIS data is the second part of the S3 process. The upload will provide the Data Clearinghouse with information in several required record areas. You must input information into SIS for all of the following areas in order for your Clearinghouse upload to be complete.

- ✓ Student demographics, including student's district of residence
- ✓ Student entry and exit dates (with complete status and entry/exit codes)
- ✓ Special education and LEP student detail (with complete entry/exit dates and program codes)
- ✓ Teacher data for all licensed and nonlicensed teachers that teach a course (be sure to include CACTUS IDs for licensed teachers and social security numbers for nonlicensed teachers that don't have a CACTUS ID)
- ✓ Track calendar and daily schedule (school days should total 180)
- ✓ Courses with complete Core/CIP codes
- ✓ Teacher and student assignments to courses
- ✓ Student attendance in assigned courses
- ✓ Student grades in assigned courses

If you are unclear about the status of any of the above information in your SIS system, contact Valerie Davis, USOE District Computer Services, at 538-7917 valerie.davis@schools.utah.gov. Or contact Prasad Boppana, TAP, at 596-8489 ram@centercityschool.org.

Do not upload your SIS data until they are error free. You must perform your own check for SIS errors using an edit program you retrieve from the USOE. When you perform the edit process with no errors you are ready to do the upload.

Step 1 - Create your SIS/S3 data file (this is the file you will check for errors)

- ✓ After logging on to your SIS system, click on the "UT Audit/Uploads" button to go to the "Utah Uploads" screen.
- ✓ Select "Clearinghouse Upload" from the list to open the "Statistical Reports" screen.
- ✓ Now select your school from the option at the left of the screen (it should be the only option available to you);
- ✓ Select "Year Round Membership" at the top right of the screen; select "Clearinghouse Update File" at the bottom right of the screen...then click the box to the right (with the three dots).
- ✓ A popup screen will say "Access is denied", select ok. Then select "My Computer" from the options available. Ignore the first five options available and select the C drive or any other drive you wish to save the file you create (be sure to make a note of the path and folder you have selected). The next screen prompts you to type in a name for the file you are creating - this will give a name to the clearinghouse file for your school.
- ✓ Click on the "Save" button near the bottom of the screen. This will take you back to the SIS "Statistical Reports" screen. Click on the "Create File" button, this will create a file and save it in the folder you have selected in the prior step. A popup screen will inform you that the file has been successfully written.
- ✓ Select "Quit" to come out of this window and SIS.

This process does not upload your school data...it simply creates a file containing your current data so that you may edit it. Each time you perform this process you will be creating a new file. You can give this file a different name each time, but it is recommended that you use the same file name each time you create your data file for editing. However you do file naming, be sure that you use your most recently saved data file for editing and eventual upload.

Step 2 - Install the special edit program on your computer

The edit program is housed on an FTP server at the USOE. You must retrieve and install this on your computer in order to edit the data file you created in Step 1.

- ✓ From your web browser go to <ftp://dcsnt1.usoe.k12.ut.us/clearedit/>.
- ✓ Copy the folder "CLH_edits" to the root directory of your C drive.
- ✓ Inside this new folder on your C drive is the file "clh_edit" (if your directory shows file extensions it will be named "clh_edit.exe"; the icon for this file is a red fox head).
- ✓ Right click on this file to create a shortcut; move the shortcut to your desktop.

The "CLH_edits" folder contains three printable PDF files with detailed instructions for retrieving, installing and using the edit program.

Step 3 - Edit your SIS/S3 data file

- ✓ Double click (open) the "clh_edit" shortcut on your desktop to run the edit program. It will open the "Clearing House Edit" screen.
- ✓ Select "Year End" in the update list.
- ✓ Then click on "Find File" and select your most recent data file (the data file you created in Step 1).
- ✓ Then click the "Run Edit" button to begin the edit program. The errors and/or warnings will appear in the "Edit Summary" window. You have the option of printing the errors by clicking on "Print Errors" or previewing them by clicking on the "Display Errors" button.
- ✓ Correct the errors.

Generally, it will be clear what the errors are and you will know how to correct them. If you are unclear about the errors or how to correct them, contact Valerie Davis, USOE District Computer Services, at 538-7917 valerie.davis@schools.utah.gov. Or contact Prasad Boppa, TAP, at 596-8489 ram@centercityschool.org.

Once you have corrected all the errors, you have to repeat Step 2 and create a new, hopefully error-free file. This new file should be run through the edit process again (Step 2) to check for any errors. When your file shows no errors you are ready to upload it to the Clearinghouse. Select "Quit" to exit the edit functions and return to the "Utah Uploads" screen.

You will not break SIS by creating and editing multiple data files. You may repeat this process as often as you need in order to achieve error-free data.

Step 4 - Upload your SIS/S3 data file

- ✓ Using your Internet browser, go to <https://www.usoe-dcs.org/clearinghouseup>. Select your school from the list. Then using the browser button select the your most recent, error-free data file (the one you created in Step 3) and click the "Upload" button.
- ✓ This completes the S-3 Report uploading process. You may upload your S-3 file any time between the end of your school year and July 15. The upload must be completed by July 15, 2005.

Step 5 - E-mail Bruce Hudgens & review your report

- ✓ You must email Bruce Hudgens bruce.hudgens@schools.utah.gov and CC Dale Wright Dwright@schools.utah.gov at USOE Computer Services (CS) to inform them that you have uploaded Clearinghouse information to the server; let them know who you are and your school name. CS will produce a summary report for FinStat where it will be stored on a secure server.
- ✓ You should download and review your summary report for accuracy at <https://www.usoe-dcs.org/secdown>. A special password is required and can only be obtained by calling Bruce (801-538-7926), Dale (801-538-7942) or Diane Brewer (801-538-7913) - call for your password early. CS requests that you retrieve the summary reports within 48 hours and advise Bruce or Dale that you are done. CS will be deleting Clearinghouse files that are older than 48 hours.

ASSURANCE FORMS

As part of the year-end S3 process, two assurance forms must be signed and faxed to Deanna Timothy, USOE FinStat - fax number (801) 538-7729. You may use the blank forms at the end of this document (pages 6 and 7) or email Deanna to send them to you as attachments - deanna.timothy@schools.utah.gov. The assurances are:

DUE JULY 15, 2005:

- ✓ **Fire Drill Compliance Statement:** certification that your school has complied with fire drill rules; this document must be signed by the "superintendent equivalent" for your school

DUE AUGUST 1, 2005:

- ✓ **Annual Statistical Report (S3):** certification that your school's S3 and other reported data are correct; this document must be signed by both the "superintendent equivalent" and your business or data manager.

Fire Drill Compliance Statement

For the 2004-2005 School Year

Uniform Fire Code (Article 12, Division III, Section 13.30.I) Fire drills in Group E Occupancies shall be conducted in accordance with the following:

(1) During each school year, elementary schools shall conduct fire drills at least once each month during school sessions. A fire drill in secondary schools shall be conducted at least every two months, for a total of four fire drills during the nine month school year. The first fire drill shall be conducted within the first two weeks of the school year for both elementary and secondary schools.

Exception: During severe weather, fire drills are allowed to be postponed when approved by the fire chief.

Subject to Utah Administrative Code R277-400-7. Plan Content – Emergency Training.

Other Reference: Public Safety, Fire Marshal, Utah Administrative Code R710.

*The schools within this local education agency were
in compliance for the school year.*

Name of District or Charter School

Signature of District Superintendent or Charter School Equivalent

Please fax (801-538-7729) a completed copy of this form, by **July 15, 2005**,
to the attention of:

Deanna Timothy
Finance and Statistics Section
Data and Business Services Division
Utah State Office of Education

Annual Statistical Report (S-3)

As of July 15, 2005

For the 2004-2005 School Year

We, the administration of the _____,
hereby certify to the Utah State Office of Education that the data we have submitted through the

- **CACTUS (Educator Licensing) database** (as of June 29, 2005),
- **Utah Department of Health** (regarding immunization),
- **Year End Data Clearinghouse** (including aggregate membership), according to the specifications @ <http://dcsnt1.usoe.k12.ut.us/Clearinghouse/Clearinghouse.htm>
- **Year End Web Survey** @ www.usoe.k12.ut.us/s3, and
- **Youth in Custody Student Information System** (i.e., YICSIS)

is true and correct to the best of our knowledge.

| | |
|------|---|
| Date | Signature of District Superintendent or Charter School Equivalent |
|------|---|

| | |
|------|---|
| Date | Signature of District or Charter School Equivalent ... (check one): <input type="checkbox"/> Business Administrator <input type="checkbox"/> Data Coordinator <input type="checkbox"/> Student Accounting Director |
|------|---|

Please fax (801-538-7729) a completed copy of this form, by **August 1, 2005**,
to the attention of:

Deanna Timothy
Finance and Statistics Section
Data and Business Services Division
Utah State Office of Education

MEMORANDUM

FROM: Larry Newton, Director of Finance
DATE: April 1, 2005
SUBJECT: **New FTE Definitions**

Last September the Executive Appropriations Committee of the Legislature asked the State Board of Education to develop a common definition of full-time equivalent (FTE) employment to be adopted by all school districts and charter schools. The State Board then requested the Utah Association of School Business Administrators' Accounting and Practices Committee to look at the issue and come up with a recommended FTE definition. Based upon discussions with this committee, the State Board will adopt the following FTE definitions:

Licensed Employees

Current Year Estimates:

1.0 FTE = Total hours contracted to be employed during school year divided by 1440 hours

Year End (Actual FTE Counts):

1.0 FTE = Total hours actually employed during school year divided by 1440 hours

Justification of "1440" Criterion:

1440 hours = 180 days of instruction (statutory minimum for school year) times 8 hours of work per day (standard length of work day for state government employees)

Licensed employees teaching additional periods over the district/charter standard or teaching a full year in a year round school may exceed 1.0 FTE up to 1.3 FTEs.

Classified Employees

1.0 FTE = (work hours + paid leave for pay period) divided by (8 hours per day multiplied by the number of weekdays in pay period)

An employee FTE count will be made by all districts and charter schools at the end of April of each calendar year and reported to USOE by July 15 via the Year End Web Survey (formerly the S3 Website, <http://www.usoe.org/s3/>). Each district and charter school will calculate the FTE for each employee based upon the first pay period in April.

Example:

Use the number of weekdays in the pay period multiplied by 8 hours per day; this will be the denominator for the calculation and called the "Base". Determine the actual work hours plus authorized leave hours for each employee during the pay period. Divide the actual work hours plus leave for each employee by the Base to get the FTE for the

employee. (Example: 10 workdays in the pay period, 8 hours standard work day = 80 hours to use as the Base in the calculation. Employee works 80 hours during the pay period. Employee work hours (80) divided by Base hours in the work pay period (80) = 1.0 FTE.

No classified employee can be more than 1.0 FTE.

These definitions will be applied to data collected for Fiscal Year 2005 and forward. It is therefore necessary to make adjustments to the data collection process, particularly in the CACTUS database. The following changes will be made:

- All contract hours, both past and present, currently in CACTUS will be multiplied by 1440/990. This will bring all 990 hours to 1440 hours. From now on, districts and charter schools should report the actual number of hours an employee is contracted for in this field.
- The FTE field in CACTUS will no longer be calculated from the contract hours field, but will be open for all districts and charter schools to enter the FTE themselves based on how it appears in their payroll system, not to exceed 1.3 FTEs. For now, the FTEs will be left at the value that is currently in the field. All districts and charter schools should review the FTEs and make changes where necessary. A warning message will appear in CACTUS if an FTE doesn't appear to correlate properly with the number of contract hours entered.
- A new version of CACTUS will soon be released to districts and charter schools. Anyone doing a batch update can resend the batch to include the FTEs if the current FTEs are incorrect. On a side note, CACTUS will no longer have the lane and step fields either. This change will also be reflected in the new batch files.

If you have questions about the new FTE definitions, you can contact Emily Eyre at (801) 538-7671. For help with batch uploads to CACTUS, please call Jeff Porter at (801) 538-7896.

Please make sure all persons who work with CACTUS data in your district or charter school receive a copy of this letter. Thank you for your cooperation on this matter.